

Job Title: Warehouse Manager

Responsible to: **Operations Director**

Salary: **£26k to £30k per year, dependent on experience**



Job purpose:

We are looking for a skilled warehouse manager that has a minimum of 3 years' experience running a warehouse. You will need to manage all warehouse operations on an operational and commercial level to fulfil all our day to day activities, manage goods in and goods out in order to meet our customers' demands which requires flexing to meet demand.

You will have effective organisational, stock control, communication skills and a good knowledge of all Microsoft Office applications.

Duties and Responsibilities:

Key responsibilities include (but not limited to):

- Manage staff and processes and be prepared to roll up your sleeves and do the job when required
- Select, prepare and process orders
- Oversee and process outgoing courier and mail shipments
- Answer any questions concerning product preparation and shipping
- Professionally communicate over the phone with other departments and customers regarding shipments
- Keep accurate records of stock, manage stock taking and issue stock reports
- Overseeing and ensuring the warehouse and work area are clean and tidy

Physical demands:

- Loading and unloading of goods from vehicle
- Stacking of goods in correct storage bays
- Stacking of empty pallets

The above is not an exhaustive list of duties and you will be expected to manage and perform different tasks as necessary by your changing role within the organisation and the overall business objectives of the organisation.

Essential Requirements:

- Strong people management skills
- Excellent organisational skills
- Excellent verbal communication
- Computer literate
- Forklift licence, ideally Reach
- Ability to multi-task, delegate and work in a fast-paced environment
- Ability to communicate effectively with Customers and Co-Workers
- Ability to function well as part of a team
- Diligent attention to detail and attention to safety
- Ability to work under pressure
- Ability to use your own initiative
- Flexibility

Beneficial skills and experience:

Minimum of 3 years' experience in a managerial role in a warehouse.

Knowledge of CRM systems e.g. Auto Task, SAP – training will be given

Basic numeracy, literacy and computer skills.

Good knowledge of all Microsoft Office applications.